

EXECUTIVE ORDER 01-05 - RISK MANAGEMENT ASSESSMENT AND PLANNING MATRIX

Agency Best Practices

Agency _____
Risk Management Contact _____

EO 01-05 (1) -BEST PRACTICES. ALL AGENCIES SHALL:	AGENCY ACTION PLAN
A. Prioritize loss prevention through developing and meeting focused management goals and efforts in partnership with the state's risk management office.	<p><u>Refer to Office of Risk Management Resources</u></p> <ul style="list-style-type: none"> ▪ Copy of Executive Order 01-05 ▪ Copy of Loss Prevention Guide ▪ Risk Self-Assessment Guide ▪ Resources Packet <p><u>Agency Management Goals:</u></p> <ul style="list-style-type: none"> ▪ Establish agency risk management goals
B. Allocate resources, to the greatest extent feasible, to services for which the state is at greatest risk of liability, with the goal of preventing or mitigating loss while meeting service expectations and responsibilities. In doing so agencies should: (1) among information systems, technologies, and funding requests, prioritize those that support high-risk services and serve to mitigate risk; and (2) within available resources prioritize training for service delivery staff and supervisors relevant to reducing losses and significant claims.	<ul style="list-style-type: none"> ▪ Identify services with greatest risk of liability. ▪ Identify methods to prevent/mitigate loss yet meet agency requirements, needs. Coordinate this with: <ul style="list-style-type: none"> ➢ IS technologies/ funding requests ➢ Training for service delivery staff.
C. Manage all aspects of employee performance, including holding people accountable for agreed-upon performance expectations.	<ul style="list-style-type: none"> ▪ Assess accountability measures in place to mitigate risk ▪ Take action to address based on findings/needs
D. Review agency policies and, as necessary, simplify and provide written guidance to program staff and service providers that is concise, relevant, easy to understand, and provides practical direction for quality services.	<ul style="list-style-type: none"> ▪ Determine agency needs for policy review per criteria listed to the left ▪ Take action to address based on findings/needs
E. Identify and take steps to involve employees, community members served by the agency, and advocates in efforts to lessen the risk associated with services delivered by the agency.	<ul style="list-style-type: none"> ▪ Identify strategies for involving employees, community members and advocates in ways to lessen agency risk as applicable.